USOE CACTUS Course Addition Request

The following form may be used to petition USOE to <u>add a course</u> to the state course listings in CACTUS for the next school year. This form will help ensure that we offer quality courses that will benefit students and align to our core.

You will need to compete fully each section as instructed, depending upon the course you are requesting. For example, if the new course would be an Applied Advanced and Supplemental (AAS) elective course for Language Arts, Mathematics or Science you must complete parts A, B, C, E and F. If the new course would carry only general elective credit, you must complete parts A, B and F.

If the course you are requesting would carry concurrent credit, you must use a different form and process. Please contact Moya Kessig, Concurrent Enrollment Specialist, at 801-538-7742.

Following this form is a sample evaluation form USOE will use to decide whether or not to approve the course.

After completing the form and obtaining all appropriate signatures from your LEA office, please submit to:

> Jennifer Lambert
> Utah State Office of Education
> Curriculum & Instruction
> 250 East 500 South
> PO Box 144200, Salt Lake City UT 84114-4200
> Phone: 801-538-7892
> E-mail: jennifer.lambert@schools.utah.gov

Note that USOE publishes all changes and additions to the course listings for the <u>next</u> school year by October 1. Therefore, **this form must be submitted to USOE no later than September 1 of the year preceding the school year you would like the new course to begin**.

There may be an existing course code appropriate to your new course. Thus, before petitioning for a new course, please check the current course listings and the list of upcoming changes to the course list at http://www.schools.utah.gov/curr/main/Core_Codes/default.htm. If there is an existing course code you do not need to petition for a new course to be added to the state listings.

If you have any questions, please contact Jennifer Lambert or the appropriate content area specialist.

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Part A: Basic Information **(Must be completed for all courses)**

Submitter: _____ **Date:** _____

Submitter's Title: _____ **Phone:** _____

District/School: _____

USOE Specialist Sponsor: _____

Subject Area: _____

Course Name: _____

Grade Range: _____

Proposed Credit (0.5, 1.0, etc.) (please note if on a trimester system)**:** _____

Credit Type:
(Select all that apply)

- ☐ Core
- ☐ AAS (4th Language Arts Credit, 3rd Science Credit or 3rd Math Credit)
- ☐ Social Studies Graduation Credit
- ☐ Fine Arts Graduation Credit
- ☐ Physical Education Graduation Credit
- ☐ Health Education Graduation Credit
- ☐ Educational Technology Graduation Credit
- ☐ General Financial Literacy
- ☐ CTE (Must contact USOE CTE)
- ☐ Concurrent (**Do not use this form. Contact Moya Kessig.**)
- ☐ General Elective
- ☐ District Credit Only

License Area(s) Required: _____

_____

Endorsement(s) Required: _____

_____

Prerequisite Courses: _____

_____

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Part B (Must be completed for all courses)
1. **Provide a brief description/overview of the course.**
2. **Explain the reason/need for the course. (i.e., why does no currently offered course suffice?)**
3. **What is the anticipated participation and implementation for districts and schools? Provide a 5-year projection.**
4. **Is it likely that other schools/districts will use this course? Is this course specific to a school/district?**
Part C (Must be completed <u>unless</u> credit type is *only* Elective or *only* District Credit)
5. **How will the course benefit students?**

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Part C continued… (Must be completed <u>unless</u> credit type is *only* Elective or *only* District Credit)
6.   List resources that will be used, including textbooks. (attach examples where appropriate)
7.   How will student achievement for the course be determined? (i.e. formative test, CRT, other)
8.   What are the anticipated additional operational costs (if any) associated with this course?
Part D (Must be completed if checked CTE for credit type)

Contact in USOE CTE: _____

Has USOE CTE approved the course?   ☐ **Yes***   ☐ **No**
    *Attach Documentation

9.   Provide a crosswalk between CTE and core content.

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Part E **(Must be completed for all AAS courses)**

Subject Area:
- ☐ Language Arts
- ☐ Mathematics
- ☐ Science

10. **List the course objectives as they relate to the subject area.**

11. **Discuss how the course is developmentally appropriate in content.**

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Part F (Must be completed for all courses)

Attach the following:
(Check those that are attached)

☐ Syllabus

☐ Core alignment map, if appropriate

☐ Sample lesson plan, if appropriate

Other Attached Documentation:
(Please List)

_____

_____

_____

_____

_____

Signatures:

_____
Submitter   (Title)   Date

_____
District Office   (Title)   Date

_____
District Office as Appropriate   (Title)   Date

_____
District Office as Appropriate   (Title)   Date

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☐ Approve Course

☐ Approve Course With Modification

    Modification(s): _____

    _____

    _____

☐ Deny Course

    Reason: _____

    _____

    _____

    _____

☐ Course Not Approved Due to Lack of Information

    Needed Information: _____

    _____

    _____

Signatures:

USOE Course Code Administrator	Date	USOE Content Area Specialist	Date
USOE Director of Curriculum & Instruction	Date	Other USOE Specialist as Appropriate	Date
Other USOE Director as Appropriate	Date	USOE Superintendent/Board as Appropriate	Date

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Course Evaluation Sheet

Course: _____

Evaluator: _____

Title: _____

Element	Notes	N/A	Yes	No	Insufficient Information	Modification
Aligns to a Utah State Core Curricula						
Benefits a wide range of students and schools						
Does not duplicate/ compete w/other offered courses						
Fills an academic need						
Appropriate licenses and endorsements						
Appropriate credit weight and type						
Appropriate grade level						

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Element	Notes	N/A	Yes	No	Insufficient Information	Modification
Financially sustainable						
Appropriate measures of student achievement						
If AAS, meets or exceeds specified rubric						
Other (specify in notes)						
Other (specify in notes)						

☐ Approve ☐ Approve w/Modifications _____

☐ Deny ☐ Insufficient Information

_____   _____

Signature   Date